

LAFAYETTE COUNTY HOUSING AUTHORITY/RHD MONTHLY MEETING

January 27, 2015

Chairperson Boyle called the Lafayette County Housing Authority monthly meeting to order at the Court House at 8:35 am.

Present: Commissioners: Bob Boyle, Owen Demo, Connie Hull and Donna Whyte

Commissioners: Absent: Ellen Phillips

Interim Director: Mary Ann Kowalski

Laf Cty H. R. Valerie Steiner

Chairperson Boyle asked if the meeting was properly posted. Kowalski verified that the Agenda had been posted in the Court House, at the Municipal Building, and at the Johnson Public Library.

MOTION: Hull moved to approve the agenda moving Item 7 to the end of the meeting. Whyte seconded the motion. Motion carried.

Chairperson Boyle asked if there were any corrections or additions to the minutes of the December 16, 2014 meeting. None were made.

MOTION: Demo moved to approve minutes of the December 16, 2014 meeting. Boyle seconded the motion. Motion carried.

Financial Statements were reviewed.

MOTION: Hull moved to approve the financial statements as presented. Whyte seconded the motion. Motion carried.

Public Input

None

Vacancy Report

Argyle:	0	Darlington:	0
Belmont:	0	Shullsburg:	2
Benton:	2	South Wayne:	2
Blanchardville:	1	Section 8 Existing:	37

Building Issues/Projects

- Kowalski directed to contact Belmont fire chief about 1st Capitol mechanical room door
- Tenant is responsible for electric bill incurred during thermostat malfunction
- Person who mowed lawn at Benton in 2014 filed for unemployment. Kowalski returned form to UCC informing them the person is not employed by the HA.

Computer Server

Current server is out of space and will not be supported by Windows in the near future. Additionally, a new server can be used to set up scanning capability for the printer.

MOTION: Whyte moved to approve the purchase of a new computer server.
Hull seconded the motion. Motion carried.

Tenmast Update

Tenmast staff goal is for the HA to go live by January 31, 2015. Boelk is working with Tenmast to provide tenant information for Tenmast input. After January 31, 2015 HUDPLUS software is no longer available. The HA will not be able to submit requests for HAP payments, complete the "recertification" of tenant rent amounts or submit RD monthly worksheets.

Director's Report

- a. There are several tenants who are behind or have not paid rent.
- b. Kowalski has drafted a letter for the new director to send to all tenants to refresh their memory on what is expected of them as tenants of the HA
- c. RD will be conducting their Triannual Review of Hillside Apts in May, 2015
- d. Accounting information and tenant files are in serious disarray; receiving many complaint calls from tenants
- e. Bank signature card were available and signed by Commissioners
- f. Sun Facilities Agreement was changed and sent to SUN for their signature. Changes included rent change from \$40 to \$50 and changed wording to say meals are served at the Nutrition Site instead in the Community Room

Non-subsidized Unit Rents

Kowalski suggested that the rent that is being charged to tenants who do not receive subsidies be reviewed to see if it is feasible to increase those amounts since they are considerably less than the Contract rents used for the HUD subsidized units.

Lafayette and Riverview Apartment Operating Fund and 2015 Budget

The Operating Fund and 2015 Annual Budget prepared by Hawkins Ash Baptie were discussed.

MOTION: Demo moved to approve Resolution Approving Operating Fund. Whyte seconded the motion. Motion carried.

MOTION: Whyte moved to approve Resolution Approving 2015 Budget. Demo seconded the Motion carried.

Motion to enter into Closed Session Pursuant of Wis. Stats. 1985(1)(c) to consider, employment, promotion, compensation, performance, or evaluation of employee(s) over which the Committee has jurisdiction or exercises responsibility.

MOTION: Whyte moved to go to Closed Session. Hull seconded the motion. Roll call vote all Aye.

MOTION: Whyte moved to resume open session. Demo seconded the motion. Roll vote all Ayes.

Discussion/Possible Action on Closed Session

MOTION: Hull moved to offer Douglas O'Brien the Executive Director position at \$42,000 per year; six (6) months probation with a 2% increase after the successful completion of the probationary period. Should Mr. O'Brien decline the position, the position to be offered to Martin Russell with the same annual salary and conditions.

Future Agenda Item(s):

Tenmast
Financials
Building Issues
No Smoking Policy

Next Meeting Date and Time:

February 24, 2015 at 8:30am

Adjourn Meeting:

MOTION: Demo moved to adjourn the meeting. Hull seconded the motion. Motion carried.

Respectfully submitted,
Mary Ann Kowalski
Lafayette County Housing Authority